

EXHIBIT A

SCOPE OF RIGHT OF WAY SERVICES

STATE PROJECT NO. H.000995.3

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend project kick-off meeting and other meetings
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan and a request for approval of all individuals who are to provide services on this project
- Submit, to DOTD for approval, resumes of staff not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates as directed by DOTD
- Provide monthly invoices
- Maintain AARS status
- Train and manage sub-consultants
- Testify on behalf of DOTD in legal proceedings
- Implement and maintain quality assurance and quality control program and practices to ensure compliance with DOTD's policy
- Coordinate with Public Information Office and attend public hearings and meetings as required
- Perform any other tasks and activities necessary to complete project management and administrative services

II. TITLE RESEARCH REPORT SERVICES

The consultant shall:

- Consult Tobin Maps, field rolls, preliminary plans, and assessment records to determine current parcel owner(s) for each parcel
- Research conveyance records and locate and copy deed of acquisition of current owner(s) for each parcel
- Verify from property description that correct, current ownership deed has been located for each parcel
- Make note of book, page, and entry/item/document number, document date and date of recordation for each parcel

- For each parcel make note of the following:
 - Vendee's name(s)
 - Ownership interest
 - Gender
 - Whether ownership is separate or in community
 - Marital status
 - Spouse's name if married
 - Name(s) of former spouse(s)
 - Domiciliary address
 - Mailing address
 - Social Security Number
 - Make note of same information for vendor for each parcel
- Search records for sell offs, servitudes granted or leases, including mineral leases, affecting rights of ownership for each parcel
- Search records for and note existing highway right of way
- Search conveyance records for all acts involving the present owner(s) and each predecessor in title for a time period covering the lesser of three(3) valid transfers or thirty (30) years
 - Should three (3) transfers not date back eleven (11) years abstractor must search as many valid transfers as necessary to complete an eleven (11) year search for each parcel
- Make a copy of and include applicable plat(s) or map(s)
- Search tax rolls to verify that taxes have been paid for last three (3) years. All assessment information is to be copied verbatim from assessment rolls
- Compile title research reports with extracted information beginning with the current owner(s) and then proceeding back the required number of transactions using DOTD's provided forms and format
- Include in each title research report dated signature of the person who performed the research and prepared the report
- Submit title research reports in triplicate original
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete title research services

III. TITLE RESEARCH REPORT UPDATE SERVICES

The consultant shall:

- Beginning with the last conveyance listed in the original title research report go forward with a search of all conveyances from that date to the present date
- Make note of book, page, and entry/item/document number, document date and date of recordation for each new transaction for each parcel
- For each parcel make note of the following:
 - Vendee's name(s)
 - Ownership interest
 - Gender
 - Whether ownership is separate or in community

- Marital Status
- Spouse's name if married
- Names of former spouse(s)
- Domiciliary address
- Mailing address
- Social Security number
- Make note of same information for vendor for each parcel
- Search records for sell offs, servitudes granted or leases, including mineral leases, affecting rights of ownership for each parcel
- Search records for and note existing highway right of way
- Make a copy of and include applicable plat(s) or map(s)
- Search tax rolls to verify that taxes have been paid for the last three (3) years. All assessment information is to be copied verbatim from the assessment rolls
- Compile title research report update with extracted information beginning with the last owner listed in the original title research report
- For the current/updated owner provide the following:
 - Owner's full name
 - Ownership interest
 - Gender
 - Whether ownership is separate or in community
 - Marital status
 - Spouse's name if married
 - Names of former spouses
 - Domiciliary address
 - Mailing address
 - Social Security number
- Include in each title research report dated signature of the person who performed the research and prepared the report
- Submit updated title research reports in triplicate original
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete title research update services

IV. APPRAISAL SERVICES

Appraisal services are not part of this contract.

V. APPRAISAL REVIEW SERVICES

Appraisal review services are not part of this contract.

VI. CONSTRUCTION COST SERVICES

Construction cost services are not part of this project.

VII. BUSINESS VALUATION SERVICES

Business valuation services are not part of this contract.

IX. PETROLEUM ENGINEER SERVICES

Petroleum engineering services are not part of this contract.

X. MINERAL SPECIALIST SERVICES

Mineral specialist services are not part of this contract.

XI. RIGHT OF WAY STAKING SERVICES

The consultant shall:

- Mail property owner notification letter to each property owner, except in those cases when it is the property owner who is making the request for staking
- Make necessary arrangements with property owner(s) to gain entry to the property subject of staking
- Provide right of way staking services if directed by DOTD
- Leave subject property subject of staking in same condition as before
- Notify DOTD when requested services are complete
- Make corrections, revisions, and provide information for right of way survey services as directed by DOTD
- Perform other tasks and activities necessary to complete the right of way staking services

XII. ACQUISITION SERVICES

The consultant shall:

- Send out project notification letter to each owner via U.S. Mail
- Include in above mailing a copy of DOTD booklet *Acquisition of Right of Way and Relocation Assistance* for each owner
- Examine the title research report to verify accuracy, completeness and usability
- Examine the right of way maps and construction plans to verify accuracy, completeness and usability
- Examine the appraisal report(s) and review sheet for accuracy, completeness and usability
- Notify supervisor of any discrepancy found in any of the above items
- Prepare offer packages including:
 - Just compensation offer letter, including summary of compensation
 - Right of way map sheet
 - Construction plan sheet
 - DOTD booklet *Acquisition of Right of Way and Relocation Assistance*
 - Draft copy of deed
- Set up owner and parcel screens in AARS system

- Update parcel status in AARS as necessary
- Determine the need for a mortgage certificate and order same if needed
- Set an appointment for the initial contact
- Meet with property owner(s) residing in state
 - Present offer package and initiate negotiations
- Mail offer package to out-of-state property owner(s)
- Maintain a log of each contact with each owner
- Prepare administrative settlement reports
- Clear encumbrances
- Prepare and submit to DOTD voucher packages requesting checks to close acquisition transactions
- Deliver acquisition checks to property owners
- Request right of way staking services as required
- Testify on behalf of DOTD in legal proceedings
- Make corrections and provide information as required by DOTD
- Perform any other tasks and activities necessary to complete acquisition services

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

The consultant shall:

- Submit, to DOTD for approval, relocation assistance plans
- Meet with the appraiser and review appraiser and conduct an on site inspection for each parcel and determine which items are to be considered realty and which items are to be considered personalty.
- Set up in AARS and maintain current status on displacees
- Provide advisory services
- Maintain a log of each contact with each displacee
- Prepare replacement housing comparable file
- Submit, to DOTD for approval, relocation assistance payment calculations
- Prepare vouchers requesting payment, deliver payments and obtain receipts
- Hand deliver estimated cost of move letters to displacees on first contact for residential displacees and within 30 days of first contact for non-residential displacees
- Establish and maintain displacee log of contacts
- Relocate all individuals, businesses , and personalty
- Prepare claim forms
- Assist displacees in submission of appeal forms
- Establish and provide DOTD with complete original file for each relocation
- Ensure that all appropriate forms are signed and dated
- Testify on behalf of DOTD in legal proceedings
- Make corrections and provide information as requested by DOTD
- Perform any other tasks and activities necessary to complete relocation assistance and advisory services

XIV. EXPROPRIATION SUPPORT SERVICES

The consultant shall:

- Prepare suit packages as necessary including:
 - Negotiator's summary report
 - Copy of just compensation letter as certified by agent
 - Copy of the mortgage certificate.
- Continue negotiations as may be required by DOTD
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete expropriation support services

XV. IMPROVEMENT CONTROL SERVICES

The consultant shall:

- Provide UR packages for acquired uneconomic remainders including:
 - Copy of the title research report
 - Copy of appraisal report
 - Copy of the deed of acquisition
 - Copy of the recordation certificate
 - Copy of the applicable right of way map sheet
 - Copy of the voucher for payment to the owner
- Ensure that each lessee maintains the required liability and renter's insurance for the duration of the lease
- Ensure that an asbestos inspection and assessment report is prepared where required
- Provide inspection reports after vacate with a recommendation for disposal of improvements
- Turn in keys to vacated properties
- Prepare a listing of improvements acquired which are to be removed under the roadway contract, including:
 - Parcel number
 - Owner's name
 - Highway survey station number
 - Right or left of project centerline
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete improvement control services

XVI. PROJECT PRODUCTION SUPPORT SERVICES

Production support services are not part of this contract.

XVII. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost estimating for planning and budgeting services are not part of this contract.